

From: [Carney, Wendy](#)
To: [GLNPO EPA](#)
Subject: Action: Variable Height Desks. Deadline for expressing interest is COB tomorrow Friday, May 5, 2017.
Date: Thursday, May 04, 2017 10:18:10 AM

This is just a reminder that if you have not yet replied to my original message and you are interested in receiving a variable height desk the deadline for replying is COB tomorrow, May 5, 2017. Thanks.

Wendy L Carney, Deputy Director
Great Lakes National Program Office
U.S. EPA – Region 5
77 W Jackson Blvd – GL-17J
Chicago, IL 60604

Phone: 312-353-6553
Fax: 312-480-2257

From: Carney, Wendy
Sent: Friday, April 28, 2017 1:34 PM
To: GLNPO EPA <GLNPO_EPA@epa.gov>
Subject: Action: Variable Height Desks.

Hello Everyone

R5 has received 130 variable height desks which are ready for distribution. Our Division has a total of 7 desks to distribute, 4 will be distributed based on an employee's Service Comp Date (SCD) and the remaining 3 will be distributed based on a lottery. Each Division/Office is responsible for their own lottery and distribution of these variable height desks as well as tracking who received the desks.

If you are interested in receiving a desk, please submit (via reply to this message) your name to **Wendy Carney**. Among those individuals that submit their name to me, the 5 individuals with the highest SCD will receive a variable height desk. If you submit your name to me and your SCD is lower, you will be automatically entered into a lottery. Employees interested in participating have 7 calendar days from the date of this notification email to submit their name to **Wendy Carney**. Winners will be drawn within 15 calendar days after this email notification.

RMD and our PCDOC will work with us to ensure the variable height desks are delivered and properly installed. RMD/JVS will deliver and unpack the desks; you will be responsible for clearing the necessary space and placement on your current work surface. Please be patient as the roll out process could take a bit of time.

Thank you.

Wendy L Carney, Deputy Director

Great Lakes National Program Office
U.S. EPA – Region 5
77 W Jackson Blvd – GL-17J
Chicago, IL 60604

Phone: 312-353-6553
Fax: 312-480-2257